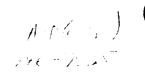# Department of Defense

INSTRUCTION

AD-A272 803

February 7, 1989
NUMBER 7740.3

C, DoD

SUBJECT: Information Resources Management (IRM) Review Program

References: (a) DoD Directive 7740.1, "DoD Information Resources Management Program," June 20, 1983
(b) Title 44, United States Code, Section 3501 et seq. (Public Law 96-511, "The Paperwork Reduction Act of 1980," December 11, 1980), as amended by "The Paperwork Reduction Reauthorization Act of 1986"
(c) Federal Information Resources Management Regulation (FIRMR)
(d) DoD Directive 7750.5, "Management and Control of Information Requirements," August 7, 1986
(e) General Services Administration (GSA) "IRM Review Handbook," FY 1985

A. PURPOSE

This Instruction supplements guidance contained in reference (a); establishes the Department of Defense (DoD) IRM Review Program as required by references (b) and (c); establishes policy, procedures, and reporting requirements; and assigns responsibilities.

B. APPLICABILITY AND SCOPE

1. This Instruction:

    a. Applies to the Office of the Secretary of Defense (OSD), the Military Departments (including the National Guard and Reserve Components), the Joint Staff, the Unified and Specified Commands, the Inspector General of the Department of Defense (IG, DoD), the Defense Agencies, the DoD Field Activities, and the Uniformed Services University of the Health Sciences (hereafter referred to collectively as "DoD Components").

    b. Does not apply to the management of information resources that are integral to or embedded in weapon systems, or used exclusively for cryptologic activities.

    c. Governs the review of IRM activities in the Department of Defense.

2. The reporting requirements of this Instruction apply to the review of DoD IRM activities within the scope of references (b) and (c).

C. DEFINITIONS

1. <u>Information Resources Management (IRM)</u>. The planning, budgeting, organizing, directing, training, promoting, controlling, and management

activities associated with the burden, collection, creation, use, and dissemination of information by the Department, and includes the management of information and related resources, such as personnel, funds, and information technology.

2. <u>IRM Activity</u>. A task that an organization is accomplishing or plans to accomplish that is related to the IRM program. IRM activities include, but are not limited to, automated information system (AIS) life-cycle management; AIS strategic planning; data administration; reports, records, and forms management; information collection and dissemination; and the application and use of information technology.

3. <u>Information Technology</u>. The hardware and software used in connection with information processing, regardless of the technology involved, whether computers, telecommunications, micrographics, office automation, or others.

D. <u>POLICY</u>

It is DoD policy to:

1. Conduct periodic reviews of IRM activities to ensure that these activities are being accomplished in an efficient, effective, and economical manner and that IRM policies, procedures, standards, and guidelines are being followed.

2. Use regular reviews and evaluations of IRM activities, and the results of these reviews to identify opportunities for improvement, to reduce costs, to increase the usefulness of information, and, in general, to further DoD IRM Program goals and objectives.

3. Select IRM activities for review based on mission impact, resources involved, and potential vulnerabilities.

E. <u>PROCEDURES</u>

1. Each DoD Component shall develop a program to review its IRM activities on a cyclical basis consistent with the FIRMR (reference (c)).

2. In meeting the review requirements of this Instruction, DoD Components should take advantage of all ongoing reviews of IRM activities. Examples of such reviews include Inspector General and Military Department Audit Service audits, AIS life-cycle management reviews, commercial activity reviews, end user computing reviews and evaluations, vulnerability assessments, internal control reviews, financial management reviews, and information collection reviews.

3. IRM review recommendations shall be followed up to ensure implementation or disposition. Specific reporting requirements and time frames for follow-up of IRM review recommendations shall be established.

4. Each DoD Component shall identify planned reviews of its IRM activities and report the results of completed reviews in accordance with references (b) and (c) and the DoD call for IRM reviews, as described in enclosure 1.

F. RESPONSIBILITIES

    1. The Comptroller of the Department of Defense shall:

        a. Establish, issue, and update IRM Review Program policies and procedures and monitor compliance with this Instruction.

        b. Establish the Department's IRM review objectives.

        c. Issue periodic management guidance and data calls to DoD Components, based on GSA issuances, to identify planned reviews and to report the results of completed reviews.

        d. Prepare a consolidated DoD report of IRM reviews based on DoD Component submissions.

        e. Provide a written statement responding to the Office of Management and Budget (OMB) Report to Congress on the results of DoD IRM reviews, including a description of any measures taken to alleviate or remove any problems or deficiencies identified by OMB. The DoD response shall be transmitted within 60 days of receipt of the OMB report to the Director, OMB; the House Committee on Government Operations; the Senate Committee on Governmental Affairs; the House and Senate Committees on Appropriations; and the House and Senate Armed Services Committees, in accordance with 44 U.S.C. 3501 et seq. (reference (b)).

    2. The Head of each DoD Component shall:

        a. Develop policy and operating procedures that implement this Instruction and ensure effective review of IRM activities.

        b. Submit a report of planned IRM reviews to the Comptroller of the DoD in accordance with paragraph E.4.

        c. Conduct periodic reviews of IRM activities and report the results of the reviews to the Comptroller of the DoD in accordance paragraph E.4.

G. REPORTING REQUIREMENTS

    The reporting requirement contained in this Instruction is assigned Interagency Report Control Number 0326-GSA-XX in accordance with DoD Directive 7750.5 (reference (d)).

H. EFFECTIVE DATE AND IMPLEMENTATION

    This Instruction is effective immediately. Forward two copies of implementing instructions to the Comptroller of the DoD within 120 days.

                              Clyde O. Glaister
                              Comptroller

Enclosure - 1
  1. Federal IRM Review Program

FEDERAL IRM REVIEW PROGRAM

1. Public Law 96-511, "The Paperwork Reduction Act of 1980," as amended by "The Paperwork Reduction Reauthorization Act of 1986," (reference (b)) requires the Director, OMB to review the information management activities of Federal agencies at least once every three years and report the results to Congress. GSA has been assigned the responsibility to consolidate and report the results of Federal agency IRM reviews to OMB. GSA issues regulations to implement the Federal IRM Review Program in the FIRMR (reference (c)). GSA also issues an IRM Review Handbook, reference (e), to assist Federal agencies with the IRM review process.

2. GSA will issue a call annually for each Federal agency to report on the review of its IRM activities. GSA will identify Governmentwide priorities for review.

3. The Comptroller of the DoD shall issue periodic management guidance and data calls to DoD Components, based on GSA issuances, to identify planned IRM reviews and to report the results of completed reviews.

4. The Comptroller of the DoD shall develop a consolidated DoD report of the reviews of IRM activities to satisfy the requirements of references (b) and (c), and any special requirements identified in the GSA data call, and forward the report to GSA. GSA will report the results to the Director, OMB, who will report the results of the reviews to Congress. The Comptroller of the DoD shall provide a written statement to the Director, OMB and the appropriate Congressional committees responding to the OMB report.

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